

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
October 24, 2016  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Legislative Agenda (*Tab 04*)
- b. Crescent Parke (*Tab 05*)

**2. Additions to Future Council Meetings (*Tab A*)**

**3. Information Memorandums**

- a. Douglass School Resource Officer (*Tab 06*)
- b. Bid Documents for Capital Projects (*Tab 07*)
- c. TLZM 2015-0003, Pennington Lot Parking Garage (*Tab 08*)

**4. Council Invitations**

- Oct. 23 – Opening Doors to Leesburg’s History: The Charles A. Johnston Collection Tour, 2 p.m., Thomas Balch Library (Walking Tour)
- Oct. 29 – Black History Committee Open House, 10-4 p.m., Thomas Balch Library
- Oct. 30 – Syren’s Song: A Connor Stark Novel, 2 p.m., Thomas Balch Library
- Nov. 4 – First Friday, 5:30 – 9 p.m., Downtown
- Nov. 6 – Practise to Deceive: Learning Curves of Military Deception Planners by Barton Whaley, 2 p.m. Thomas Balch Library
- Nov. 11 – Veteran’s Day – Town Offices Closed
- Nov. 13 – Loudoun History Awards, 2 p.m., Thomas Balch Library
- Dec. 2 – First Friday, 5:30 p.m., Downtown
- Dec. 3 – Christmas Tree and Menorah Lighting, 6 p.m., Town Green
- Dec. 4 – Lion in the Bay: The British Invasion of the Chesapeake, 2 p.m., Thomas Balch Library
- Dec. 10 – Christmas and Holiday Parade, 6 p.m., King Street
- Dec. 15 – Council Swearing In Ceremony, 7:30 p.m., Ida Lee Recreation Center
- Dec. 23 – Town Offices Close at noon for Christmas Holiday

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
October 25, 2016  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Gemmill
3. SALUTE TO THE FLAG: Council Member Fox
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Regular Session Minutes of October 11, 2016
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Resolution of Respect – Elaine Thompson
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Cattail Branch Sewage Pumping Station (*Tab 01*)

**RESOLUTION**

Awarding the Equipment Procurement Contract for the Cattail Branch Sewage Pumping Station Upgrade Project to Sydnor Hydro, Inc. in the Amount of \$257,460

- b. Snow Removal Services Contract Award (*Tab 02*)

**RESOLUTION**

Awarding the Snow Removal Services Contract to Multiple Contractors in the Amount of \$153,240

- c. Construction Contract for the Battlefield Parkway – Route 15 to Dulles Greenway Project (*Tab 03*)

**RESOLUTION**

Awarding the Construction Contract for the Battlefield Parkway – Route 15 to Dulles Greenway Project to General Excavation, Inc. in the Amount of \$11,951,477.70

- d. Grant Funds Appropriation for Thomas Balch Library (Tab 09)

**RESOLUTION**

Approving a Supplemental Appropriation for a Grant of \$5,000 from Loudoun Library Foundation to Thomas Balch Library for Archival Processing

- 10. PUBLIC HEARINGS
  - a. None.
- 11. RESOLUTIONS AND MOTIONS
  - a. None.
- 12. ORDINANCES
  - a. None.
- 13. UNFINISHED BUSINESS
  - a. None.
- 14. NEW BUSINESS
  - a. None.
- 15. COUNCIL COMMENTS
- 16. MAYOR'S COMMENTS
- 17. MANAGER'S COMMENTS
- 18. CLOSED SESSION
  - a. None.
- 19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three days notice is requested. Thank you.
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## **REGULARLY SCHEDULED COUNCIL MEETINGS**

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

### **Petitioners**

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

### **Public Hearings**

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

### **Decorum**

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

## **OTHER COUNCIL MEETINGS**

### **Work Sessions/Committee of the Whole**

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

### **Closed Sessions**

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

## **TOWN COUNCIL AGENDA MATERIALS**

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at [clerk@leesburgva.gov](mailto:clerk@leesburgva.gov).

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.